



Date: August 28, 2014

Position Title: **Friendship Center Coordinator – Substitute**

Department: **Congregate**

Posting Deadline: September 19, 2014

Senior Services of Southwest Michigan is seeking to fill a part-time, Friendship Center Coordinator - Substitute position. This on-call position will be responsible for set-up, serving, and clean up of lunch-time meals at a congregate senior meal site (Friendship Center). Our congregate sites also offer educational and/or recreational programs for our customers. Must be available to work during the hours of 10:30 a.m. and 1:00 p.m. This is the perfect job for someone looking to work only a few hours a week!

Hospitality experience preferred to provide exceptional service to our guests. Ability to perform simple math functions and gather data/information and complete a variety of documents accurately and on time. Strong customer service behaviors and an ability to work effectively with older adults who may have diminished vision, hearing, mobility or other limitations. Must have the ability to work well independently and as a part of a productive team. Must have the desire to have fun while providing a great customer service experience to our older adult guests!

Apply in person between the hours of 9:00 a.m. and 4:00 p.m. at the Senior Services of Southwest Michigan office, 918 Jasper Street, Kalamazoo, MI 49001; fax a letter of interest/resume to: 269-382-3189; or email to: [humanresources@seniorservices1.org](mailto:humanresources@seniorservices1.org) (**no phone calls, please**). Senior Services of Southwest Michigan offers a smoke-free, drug-free environment.

Senior Services of Southwest Michigan is an Equal Opportunity Employer and welcomes a diverse field of qualified candidates.